

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF GENERAL SERVICES
DIVISION OF CONSOLIDATED LABORATORY SERVICES
600 NORTH 5TH STREET
RICHMOND, VIRGINIA 23219**

1-866-493-1087

LEAD AND COPPER SAMPLE COLLECTION PROCEDURES

<p>Responding to your request for water analysis, laboratory personnel have prepared and shipped the appropriate sample containers. These bottles and/or vials contain the correct preservatives. DO NOT RINSE THESE BOTTLES PRIOR TO FILLING. Depending on the parameters to be determined, the number of bottles supplied will vary. If more than one source is to be sampled, it will be necessary to separate the bottles into sets. The label on each bottle will identify the type of sample (Ex.: L&C = Lead & Copper; CYN3 = Cyanide).</p>

LEAD AND COPPER

	KIT CODE: L&C
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Components

- | |
|---|
| <ul style="list-style-type: none">1. LEAD AND COPPER SAMPLE FORM2. 1000-mL PLASTIC BOTTLE3. INSTRUCTIONS – SAMPLING4. 10" X 10" X 6 ½" BOX5. RETURN ADDRESS LABEL |
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SAMPLE FORM

1. Each sample kit comes with a pre-printed sample form (See example on last page).
2. Each sample form contains 2 peel-off labels to be placed on your sample bottle at the time of collection.
3. Before you begin your sample collection, fill out the information requested on this pre-printed form. The 2 pre-printed labels need the date and time of sample collection. When entering the time of collection use Military Time (see example below).

Civilian	Military	Civilian	Military	Civilian	Military
6:00 AM	0600	10:15 AM	1015	1:00 PM	1300
7:30 AM	0730	11:00 AM	1100	3:25 PM	1525
9:00 AM	0900	12:00 Noon	1200	5:00 PM	1700

4. Under the labels fill in the information requested on sample collector and give us a telephone number we can call if there is a problem with the sample shipment.
5. Remove a label from the sample form and place it on your sample container before collecting the sample. The labels stick better on a dry container.
6. Each sample bottle contains an identifying label that will match the sample container labels on the sample form (Ex.: INO is on the sample form and the peel-off labels and also on the sample bottle for Inorganics).
7. See the final page of these instructions for an example of the sample form.

SAMPLING PROCEDURE

These samples are being collected to determine the contribution of faucet fixtures and household pipes, including solder, to the lead and copper levels in tap water. This sampling effort is required by the Environmental Protection Agency (EPA) and is being accomplished through the cooperation of homeowners and residents.

A sample is to be collected after a six to ten hour period of stagnant water

conditions (no water use during this period) within the interior piping. Due to this requirement, either early mornings or evenings upon returning from work are the best times for collecting samples. The sample collection procedure is described below:

1. Prior arrangements will be made with you to coordinate the sample collection event. Dates will be set for sample kit delivery and pick-up by the waterworks representative.
2. Water must remain stagnant in the pipes for six to ten hours prior to sampling. The pipes should be flushed prior to the six to ten hour waiting period. We recommend that sampling occurs either in the early morning or evening upon returning home to ensure the stagnant holding time has been met.
3. A kitchen or bathroom cold water faucet is to be used for sampling. Before the six to ten hour holding time is to begin, remove the strainers and thoroughly flush the tap.
4. At the time of collection, place the sample bottle below the faucet and gently open the cold water tap. Fill the sample bottle to the top and turn off the water (Full bottle = 1000 ml). Tightly cap the bottle.
5. Enter the date and time of collection and the collector on the label, and make sure all other information is correct.
6. IF ANY PLUMBING REPAIRS OR REPLACEMENTS HAVE BEEN DONE SINCE THE PREVIOUS SAMPLING EVENT, NOTE THIS INFORMATION ON THE BOTTLE LABEL.
7. Place the container outside of the residence in the location in which it was delivered so the waterworks operator can pick it up.

IF YOU HAVE ANY QUESTIONS REGARDING THESE INSTRUCTIONS, CALL THE REGIONAL OFFICE OF THE DIVISION OF WATER SUPPLIES OR DCLS AT 1-866-493-1087 (Monday – Friday 8:15 A.M. – 5:00 P.M.).

SAMPLE SHIPMENT

1. Place the sample containers in the shipping container provided by the lab.
2. Tape the box and ship to the DCLS Laboratory using one of the following:
 - a. DCLS Courier Service. Call the Regional DDW Office or the lab for the location of the nearest pick-up point for the courier service. There is no charge for the courier service.
Laboratory Support Services: (804) 786-4453
 - b. UPS
 - c. Fed Ex
 - d. Personal Carrier

Make any corrections to
Your Mailing Address

Peel-off Sample Labels
for Sample Vials

Kit Type

Print Collector's Name and Phone Number
where we can call if there is a problem

DCS-22-200 (REV 4/02) **ORDER #11562** **2187406**

ADDRESS CHANGE

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ ST _____ ZIP _____

PWSID: _____

Waterworks: FRONT ROYAL, TOWN OF

Source: INTAKE RAW WATER

Facility: IN001

Location: INTAKE RAW WATER

Sample Type: RT

Compliance: Y

Use Ball Point Pen. Press Firmly. Place Peel-off Label on Bottle(s). Use Military Times.

TOCL

Sample Container: _____

Date / Time Collected: _____

Military Time: _____

TOCL

Sample Container: _____

Date / Time Collected: _____

Military Time: _____

Please complete for Lead & Copper or Fluoride Samples:

Lead/Copper

Date Last Used: / /

Time Last Used: _____

Military Time: _____

Fluoride (Check one)

☐ Colorimetric ☐ Electrode

_____ ppm

Collected By: _____

Phone # () _____

Mailing Address

Mr. B. Keith Will

FRONT ROYAL, TOWN OF

1 AQUEDUCT LANE

P O BOX 1560

FRONT ROYAL, VA 22630

TOCL

Matches label on sample container

SAMPLE FORM